

## **Historic, Archive Document**

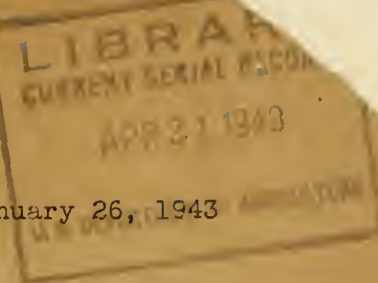
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Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION ADMINISTRATION  
Washington, D. C.

January 26, 1943



LIST OF DIRECTOR'S MEMORANDA

Director's Memorandum No. 1, dated January 4, 1943, established a Director's Memorandum Series and provided that Administrator's memoranda issued under the Agricultural Marketing Administration shall continue in effect as Food Distribution Administration memoranda, except as modified by subsequent memoranda. The Administrator's memoranda continue to carry the numbers originally assigned to them and Director's memoranda numbers will follow in sequence. Hence, Director's Memorandum No. 38, dated January 13, 1943, follows Administrator's Memorandum No. 37, dated January 4, 1943.

Supplements to numbered memoranda have heretofore been designated with letters of the alphabet "No. 2, Supp. A," "No. 2, Supp. B," etc. Henceforth they will be numbered "No. 2, Supp. 1," "No. 2, Supp. 2," etc. However, alphabetically designated supplements will remain in force and effect until and unless modified by subsequent memoranda.

<u>Memorandum No.</u>	<u>Date Issued</u>	<u>Title</u>
1	1-4-43	FDA Internal Communication Series
2	1-13-43	Organization of the FDA
2-Supp. 1	1-21-43	Assignment of Responsibility for coordination and Supervision of Procurement
2-Supp. A	3-24-42	Functions of Transportation and Warehousing Branch Redefined
2-Supp. B	3-11-42	Assignment of the Marketing Division Functions, Personnel, Funds, etc.
2-Supp. C	3-25-42	(Superseded by Administrator's Memorandum No. 34)
2-Supp. D	4-24-42	Establishment of the Program Appraisal Division
2-Supp. E	5-27-42	Functions of Marketing Reports Division in Regard To Regional Information Activities
2-Supp. F	7-18-42	Assignment of Responsibility for Investigative Functions of the ALMA
2-Supp. G	8-6-42	Defining Functions of the Marketing Reports Division In Connection with Market News Service
2-Supp. H	8-13-42	Responsibility for Textile Vegetable Fibers
2-Supp. I	8-31-42	Establishment of Field Organization of the Agricultural Marketing Administration
2-Supp. J	9-12-42	Establishment of, and Delegation of Authority for, Regional Personnel, Administrative Services, and Fiscal Divisions
2-Supp K Rev. 1	9-15-42	Delegation of Authority for Distribution Programs in the Field to Regional Administrators
2-Supp. L	9-12-42	Establishment of, and Delegation of Authority for Regional Marketing Reports Division
2-Supp. M	9-12-42	Establishment of, and Delegation of Regional Program Analysis and

Memorandum No.	Date Issued	Title
2-Supp. N	9-24-42	Establishment of Fiscal Branch and Realignment of Fiscal and Planning Functions
2-Supp. O	9-30-42	Organization of the Dairy and Poultry Branch
2-Supp. P	10-6-42	Allocation of Warehousing Functions Between Transportation and Warehousing Branch and Purchase Branch
2-Supp. Q	10-29-42	Reassignment of Functions of the Purchase Branch
2-Supp. R	11-9-42	Commodity and Program Review Meetings
2-Supp. S	12-3-42	Basic Reports on Supply and Distribution of Commodities
2-Supp. T	12-3-42	Establishment of Pricing Division, Fiscal Branch
2-Supp. U	12-30-42	Regionalization of Market News
3	1-28-43	Personnel Assignments
3-Supp. A	3-12-42	Designation of Acting Administrators
3-Supp. B	3-20-42	Assignment of Chief of Marketing Reports Division
3-Supp. C	3-30-42	Dehydration Program
3-Supp. D	4-1-42	Designation of Chief of Fruit and Vegetable Branch
3-Supp. E	4-17-42	Assignment of Chief of Personnel Division
3-Supp. F	4-29-42	(Superseded by Administrator's Memorandum No. 2, Supp. F)
3-Supp. G	5-1-42	(Superseded by Administrator's Memorandum No. 3, Supp. K)
3-Supp. H	5-15-42	Designation of Mr. Otie M. Reed as Chief of the Program Appraisal Division
3-Supp. I	5-20-42	Change in Chiefship of Distribution Branch
3-Supp. J	6-3-42	Assignment of Functions of Associate Administrator
3-Supp. K	6-3-42	Designation of Dr. T. G. Stitts as Chief of the Dairy and Poultry Branch
3-Supp. L	6-24-42	Ralph W. Olmstead, Assistant Administrator, called to active duty
3-Supp. M	7-7-42	Designation of Assistant Administrator in Charge of Requirements and Requisitions
3-Supp. N	7-15-42	Changes in Field Personnel, Distribution Branch
3-Supp. O	7-15-42	Responsibility for Priorities
3-Supp. P	8-14-42	Designation of Budget Officer
3-Supp. Q	8-22-42	Designation of Representatives for the Caribbean Program
3-Supp. R	9-14-42	Designation of Chief, Marketing Reports Division
3-Supp. S	9-16-42	Applications for Priorities and Certificates of Necessity
3-Supp. T	9-16-42	Responsibility for Container Coordination
3-Supp. U	10-1-42	Personnel Assignments of the Fiscal Branch
3-Supp. V	11-17-42	Personnel Assignments
3-Supp. W	12-16-42	Field Personnel Assignments
4	3-12-42	Setting up AMA Policy Committee
4-Supp. A	5-13-42	Objectives of AMA
4-Supp. B	6-5-42	1942-43 School Lunch Program
4-Supp. C	7-29-42	Direct Distribution for Families, Institutions, and School Lunch Programs



Memorandum No.	Date Issued	Title
5	3-25-42	Standardization and Elimination of Forms
6	3-25-42	Docket Procedure
7	3-30-42	Coordination of Commercial Food Utilization Program
7-Supp.A	5-27-42	Resignation of Porter R. Taylor, Assistant to Administrator
7-Supp.B		
Rev. 1	1-18-43	Food Supply and Distribution
8	4-9-42	Activity of AMA Representatives Outside of the United States
9	4-22-42	Surety Bonds
10	4-29-42	Use of Long Distance Telephone Service
10 Rev. 1	1-19-42	Discontinuance of Long Distance Telephone reports
10-Supp.A	8-17-42	Long Distance Telephone Calls in Prosecution of the War Effort
11	5-13-42	Packaging Materials
12	6-3-42	Establishment of Internship Training Programs for the Agricultural Marketing Administration
13	6-3-42	Representation on the State War Boards
13-Supp.A	7-6-42	Additional AMA Representatives on USDA State War Boards
13-Supp.B	11-12-42	USDA War Board Activities
14	7-6-42	Salmon Releases
15	12-31-42	Delegation of Authority and Policy and Procedure for Section 32 Purchase Programs
15-Supp.A	7-13-42	Policy and Procedure for Purchase Programs Other Than Section 32
15-Supp.B	11-15-42	Policy and Procedure on Allocation of Supplies
15-Supp.C	11-16-42	Official Title of the Government Purchasing Commission of the Soviet Union in the U.S.A.
15-Supp.D		Procedure in the Packaging or Repackaging of Commodities Other Than Under Standard Purchase Conditions Except for those Commodities Purchased Under Section 32
16	7-8-42	Committees in Connection with Combined Food Board and Food Requirements Committees and Liaison with A.C.A.A.
16-Supp.A	8-21-42	Liaison Representatives with A.C.A.A.
16-Supp.B	9-10-42	Committees of the Combined Food Board
16-Supp.C	12-31-42	Food Advisory Committee
16-Supp.D	1-6-43	Procedure for Presentation of Material Before the Secretary's Food Advisory Committee
16-Supp.E	1-20-43	Establishment of the Inter-Agency Food Procurement Committee
17	7-8-42	AMA Attitude on Price Ceilings
18	7-18-42	Grain Storage
19	7-22-42	Improvement in Administration
20	7-23-42	The School Milk Program and Assignment of Responsibilities Incident to its Operations
20-Supp.1	1-28-43	The Community School Lunch Program
21	7-31-42	Foreign Purchases
22	8-4-42	Program DA Purchases and Deliveries, Program GCP Sales (Authorization No. DA-156 - No. GCP 1106)
23	8-7-42	Policy and Procedure for Diversion and Export Programs
24	8-11-42	Overtime
25	8-19-42	Delegation of Authority With Respect to Market Administrators
26	8-19-42	Drawbacks on Export Shipments Made by the Agricultural Marketing Administration

Memorandum No.	Date Issued	
27	8-20-42	Sales Policy
28	8-28-42	Coordination of Marketing Studies
28-Supp.A	12-10-42	Clearance of Questionnaires
29	9-2-42	Designation of Mr. Waugh to Handle Cases Involving State Trade Barriers
30	9-10-42	Allotments for Administrative Expenses for Regionalized Activities - Fiscal Year 1943
31	9-16-42	Criticism of Other Government Agencies
32	9-21-42	Tire Conservation
32-Supp.A	11-4-42	Speed Limit to Conserve Tires
33	10-28-42	Utilization of Manpower in AMA
34	5-27-42	Instructions Regarding the Signing of Correspondence, Memoranda, or Documents
34-Supp.A	5-29-42	Do. Do.
34-Supp.B	7-1-42	Do. Do.
35	12-1-42	Standardization and Inspection Policy
36	11-30-42	Inspection of Commodities Sold or Transferred to Other Agencies
37	1-4-43	Branch and Division Responsibility for Functional and Related Job Descriptions During Reorganization
38	1-13-43	Procedure for Handling Marketing Agreements, Orders, and Support Price Programs in Connection With Co- operative Relationships Between the Department of Agriculture and the Office of Price Administration
39	1-13-43	Policy on the Employment of WPB Dollar-A-Year Per- sonnel Transferred to the Food Distribution Admin.
40	1-19-43	Relationship Between Agricultural Research Admin. and FDA

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

May 21, 1943

To: All Personnel Maintaining Manuals of Director's Memoranda  
From: Director, Food Distribution Administration  
Subject: List of Active and Obsolete Director's Memoranda

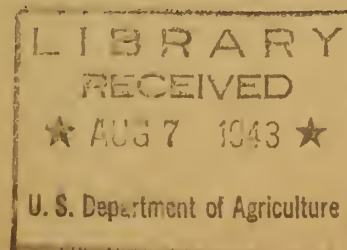
All Administrator's Memoranda issued from March 6, 1942 to January 4, 1943, and all Director's Memoranda issued from January 4, 1943, to May 24, 1943, are included in the following list which is divided into two sections: Section I lists all memoranda which are active in whole or in part; Section II lists all memoranda which are obsolete. The list of obsolete or superseded memoranda includes the reason therefor in each case.

This list of active and obsolete memoranda may be placed in the front of binders containing Director's Memoranda to serve as a table of contents. It is suggested that obsolete memoranda should be removed from the binders.

*Roy F. Hendrickson*

Attachment

F-688







UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

May 21, 1943

1. Active Director's Memoranda

<u>No.</u>	<u>Date</u>	<u>Title</u>
1	1-4-43	Food Distribution Administration Internal Communications Series
2-Supp. A	3-24-42	Functions of Transportation and Warehousing Branch Redefined
2-Supp. E	5-27-42	Functions of Marketing Reports Division in Regard to Regional Information Activities
2-Supp. G	8-6-42	Defining Functions of the Marketing Reports Division in Connection With Market News Service
2-Supp. I	8-31-42	Establishment of Field Organization of the Agricultural Marketing Administration
2-Supp. J	9-12-42	Establishment of, and Delegation of Authority for, Regional Personnel, Administrative Services, and Fiscal Divisions
2-Supp. K-Rev. 1	9-15-42	Delegation of Authority for Distribution Programs in the Field to Regional Administrators
2-Supp. L	9-12-42	Establishment of, and Delegation of Authority for, Regional Marketing Reports Divisions
2-Supp. M	9-2-42	Establishment of, and Delegation of Authority for, Regional Program Analysis and Appraisal Division
2-Supp. Q	10-29-42	Reassignment of Functions of the Purchase Branch
2-Supp. R.	11-9-42	Commodity and Program Review Meetings
2-Supp. S	12-3-42	Basic Reports on Supply and Distribution of Commodities
2-Supp. U	12-30-42	Regionalization of Market News
	1-13-43	Organization of the FDA

## 2. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
2-Supp. 1	1-21-43	Assignment of Responsibility for Coordination and Supervision of Procurement
2-Supp. 2	2-8-43	Assignment of Staff Responsibility for the Administration and Enforcement of Food Distribution Orders and Regulatory Acts.
2-Supp. 3	2-15-43	Regionalization of the Compliance Branch
2-Supp. 4	2-22-43	Assignment of Organization Units to Branches and Divisions of FDA
2-Supp. 5	3-15-43	Completion of FDA Regionalization
2-Supp. 6	3-15-43	Change in Name of Manpower Branch
2-Supp. 7	3-15-43	Dealings With the Federal Bureau of Investigation
2-Supp. 8	3-22-43	Transfer of the Nutrition Division of the Office of Defense Health and Welfare Services to the Nutrition and Food Conservation Branch
2-Supp. 9	3-25-43	Assignment of Fiscal Responsibilities
2-Supp. 10	3-29-43	Liaison Between the Branches and the Finance and Accounts Division
2-Supp. 11	4-9-43	Functions of Civilian Programs Branch
2-Supp. 12	4-13-43	Assignment of Responsibility for Commodities
2-Supp. 13	4-20-43	Organization and Assignment of Responsibilities for the Caribbean Emergency Program
2-Supp. 14	4-22-43	Assignment of Responsibility for the Icelandic Program
2-Supp. 15	4-24-43	Clarification of Authority and Responsibility for Market News Services
2-Supp. 16	4-30-43	Food Compression Program
3-Rev. 1	4-5-43	Personnel Assignments
3-Supp. 1	2-9-43	Personnel Assignment

## 3. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
3-Supp. 6	4-20-43	Personnel Assignments
3-Supp. 7	4-21-43	Resignation of Arthur C. Bartlett
3-Supp. 8	4-22-43	Designation of S. R. Newell as Assistant Deputy Director
3-Supp. 9	5-15-43	Personnel Assignments
4	3-12-42	Setting up AMA Policy Committee
4-Supp. A	5-13-42	Objectives of AMA
4-Supp. B	6-5-42	1942-43 School Lunch Program
4-Supp. 1	4-8-43	Domestic Distribution Programs
5	3-25-42	Standardization and Elimination of Forms
6	3-25-42	Docket Procedure
7-Rev. 1	4-12-43	State and Local Food Advisory Committees
8	4-9-42	Activity of AMA Representatives Outside of the United States
9	4-22-42	Surety Bonds
11	5-13-42	Packaging Materials
12	6-3-42	Establishment of Internship Training Programs
13-Rev. 1	5-19-43	State War Boards
15	12-31-42	Delegation of Authority and Policy and Procedure for Section 32 Purchase Programs
15-Supp. C.	11-16-42	Official Title of the Government Purchasing Commission of the Soviet Union in the USA
15-Supp. D-Rev. 1	1-14-43	Procedure in the Packaging or Repackaging of Commodities Other Than Under Standard Purchase Conditions Except for those Commodities Purchased Under Section 32
15-Supp. 1	2-3-43	Procedure for Use of Contract Symbols and Serial Number
15-Supp. 2	2-2-43	Commodity Purchase Announcements, Offer Forms, Contracts, Orders for Services, Bonds, and Assignments

## 4. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
15-Supp. 3	2-11-43	Designation of Field Purchase Representatives
15-Supp. 4	3-11-43	Assignment of Duties and Responsibilities in FDA for Foreign Purchase and Importation Activities
15-Supp. 5	3-12-43	Internal Procurement Operations
15-Supp. 6	4-8-43	Procedure Governing the Sales of Commodities Redonated by State Welfare Agencies to the Food Distribution Administration (Section 32 Programs)
15-Supp. 7	5-15-43	Inter-Agency Food Procurement Coordination
16	7-8-42	Committees in Connection with Combined Food Board and Food Requirements Committee and Liaison with ACAA
16-Supp. A	8-21-42	Liaison Representatives with ACAA
16-Supp. C	12-31-42	Food Advisory Committee
16-Supp. D	1-6-43	Procedure for Presentation of Material before the Secretary's Food Advisory Committee
16-Supp. E	1-20-43	Establishment of the Inter-Agency Food Procurement Committee
16-Supp. 6	1-28-43	Responsibilities of Program Liaison Office, Commodity Branches and Requirements and Allocations Control in Allocation of U. S. Food Supplies
16-Supp. 7	3-3-43	Membership on Combined Food Board Commodity Committees
16-Supp. 8	3-10-43	Procedure with Respect to Proposals for the Allocation of U. S. Food Supplies Among Claimant Agencies and Commitments under Procurement Programs
16-Supp. 9	3-10-43	Supply Estimates Committees
16-Supp. 10	3-10-43	United States Representation on the International Commodity Committees of the Combined Food Board
16-Supp. 11	3-30-43	Membership on Combined Food Board International Commodity Committees



## 5. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
17	7-8-42	AMA Attitudes on Price Ceilings
20	7-23-42	The School Milk Program and Assignment of Responsibilities Incident to its Operations
20-Supp. 1	1-28-43	The Community School Lunch Program
23	8-7-42	Policy and Procedure for Diversion and Export Programs
24-Supp. 1	2-9-43	Overtime
25	8-19-42	Delegation of Authority with Respect to Market Administrators
26	8-19-42	Drawbacks on Export Shipments Made by the Agricultural Marketing Administration
27-Rev. 1	5-21-43	Invoicing Policy and Procedures
27-Supp. 1	2-3-43	Inter-Program Sales and Direct Sales
28-Supp. A	12-10-42	Clearance of Questionnaires
29	9-2-42	Designation of Mr. Waugh to Handle Cases involving State Trade Barriers
31	9-16-42	Criticism of Other Government Agencies
33-Supp. 1	4-20-43	Survey of Procedures and Utilization of Manpower in FDA
34	5-27-42	Instructions Regarding the Signing of Correspondence, Memoranda, of Documents
34-Supp. A	5-29-42	Instructions Regarding the Signing of Correspondence, Memoranda, or Documents
34-Supp. B	7-1-42	Instructions Regarding the Signing of Correspondence, Memoranda, or Documents
36	11-30-42	Inspection of Commodities Sold or Transferred to Other Agencies
36-Supp. 1	4-6-43	Inspection of Commodities Sold or Transferred to Other Agencies
37	1-4-43	Branch and Division Responsibility for Functional and Related Job Descriptions during Reorganization

## 6. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
38	1-13-43	Procedure for Handling Marketing Agreements, Orders, and Support Price Programs in Connection with Cooperative Relationships Between the Department of Agriculture and the Office of Price Administration
38-Supp. 1	3-5-43	Relations with OPA on Price Ceiling Problems
39	1-13-43	Policy on the Employment of WPB Dollar-A-Year Personnel Transferred to the Food Distribution Administration
40	1-19-43	Relationship Between Agricultural Research Administration and Food Distribution Administration
41	1-30-43	Manpower
42	2-4-43	Order Administration Policy and Procedure
42-Supp. 1	2-4-43	Procedure for Preparation and Clearance of Food Distribution Orders
42-Supp. 2	2-4-43	Establishment of the Order Clearance Committee
42-Supp. 3	2-10-43	Order Appeals Procedure
42-Supp. 4	2-20-43	Order Clearance Committee
42-Supp. 5	2-22-43	Food Distribution Order Compliance-Policy and Procedure
42-Supp. 6	2-24-43	Regionalization of Administration of Food Distribution Orders Nos. 11 and 13
42-Supp. 7	3-8-43	Order Clearance Committee Membership
43	2-10-43	Food Industry Advisory Committees to Assist Branches
43-Supp. 1	3-20-43	Delegation of Authority to Regions to Establish Food Industry Advisory Committees
44	2-20-43	Acquisition of Rationed Foods; Issuance and Collection of Ration Currency
45	3-1-43	American-Canadian Standing Committee on Agricultural and Food Production and Distribution

## 7. Active Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>
46	3-2-43	Allocation of Fuel Oil to Food Plants Under Petroleum Distribution Order No. 3
47	3-18-43	Establishment of a Joint Planning Staff on Requirements and Production
48	3-23-43	Economic Status of Low Income Groups
49	3-25-43	Departmental Feed Committee
50	3-26-43	Food Processors Eligible for Army and Navy "E" Awards
51	3-25-43	Rationing Procedure
52	4-2-43	Procedure for the Issuance of Food Priorities Under Food Distribution Regulation No. 1
52-Supp. 1	4-15-43	Procedure for the Use of Food Priorities by the Commodity Branches Under Food Distribu- tion Regulation No. 1
53	4-13-43	Program Analysis and Appraisal in the Washington and Regional Offices





<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>Superseded by</u>
Ad. 1-Rev. 1	11-17-42	AMA Internal Communications	No. 1, 1-4-43
Ad. 1	3-6-42	Introducing Agricultural Marketing Administrator's Memoranda Series	Ad. 1, Rev. 1, 11-17-42 No. 1, 1-4-43
Ad. 2	3-9-42	Establishment of Agricultural Marketing Administration	No. 2, 1-13-42
2-Supp. B	3-11-42	Assignment of the Marketing Division functions, Personnel, Funds, etc.	No. 2, 1-13-42 2-Supp. 4, 2-22-43;
2-Supp. C.	3-25-42	Instructions Regarding the Signing of Correspondence, Memoranda, or Documents	No. 34, 5-27-42
2-Supp. D	4-24-42	Establishment of the Program Appraisal Division	No. 2, 1-13-43
2-Supp. F	7-18-42	Assignment of Responsibility for Investigative Functions of AMA	No. 2, 1-13-43 2-Supp. 4, 2-22-43
2-Supp. H	8-13-42	Responsibility for Textile Vegetable Fibers	2-Supp. 12, 4-13-43
2-Supp. K	9-12-42	Delegation of Authority for Distribution Programs in the Field to Regional Administrators	2-Supp. K, Rev. 1, 9-15-42
2-Supp. N.	9-24-42	Establishment of Fiscal Branch and Realignment of Fiscal and Planning Functions	No. 2, 1-13-43; 2-Supp. 9, 3-25-43
2-Supp. O	9-30-42	Organization of the Dairy and Poultry Branch	No. 2, 1-13-43
2-Supp. P	10-6-42	Allocation of Warehousing Functions Between Transportation and Warehousing Branch and Purchase Branch	No. 2, 1-13-43; 2-Supp. Q, 10-29-42
2-Supp. T	12-3-42	Establishment of Pricing Division, Fiscal Branch	No. 27, Rev. 1, 5-21-43
3	1-28-43	Personnel Assignments	No. 3, Rev. 1, 4-5-43

## 2 - Obsolete Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>Superseded by</u>
3-Supp. A	3-12-42	Designation of Acting Administrators	Period of applicability expired March 1, 1943, according to the terms of the memorandum itself.
3-Supp. B	3-20-42	Assignment of Chief of Marketing Reports Division	No. 3, Rev. 1, 4-5-43
3-Supp. C	3-30-42	Dehydration Program	No. 2, 1-13-43
3-Supp. D	4-1-42	Designation of Chief of Fruit and Vegetable Branch	No. 3, Rev. 1, 4-5-43
3-Supp. E	4-17-42	Assignment of Chief of Personnel	No. 3, Rev. 1, 4-5-43
3-Supp. F	4-29-42	Designation of Acting Chief of Investigation Division	No. 2, 1-13-43; 2-Supp. 4, 2-22-43; No. 3, Rev. 1, 4-5-43
3-Supp. G	5-1-42	Designation of Mr. C. W. Kitchen as Acting Chief of the Dairy and Poultry Branch	No. 3, Rev. 1 4-5-43
3-Supp. H	5-15-42	Designation of Mr. Otie M. Reed as Chief of the Program Appraisal Division	No. 3, Rev. 1, 4-5-43
3-Supp. I	5-20-42	Change in Chiefship of Distribution Branch	No. 3, Rev. 1, 4-5-43
3-Supp. J	6-3-42	Assignment of Functions of Associate Administrator	No. 3, Rev. 1, 4-5-43
3-Supp. K	6-3-42	Designation of Dr. T. G. Stitts as Chief of the Dairy and Poultry Branch	No. 3, Rev. 1, 4-5-43
3-Supp. L	6-24-42	Ralph W. Olmstead, Assistant Administrator, called to active duty	No. 3, Rev. 1, 4-5-43
3-Supp. M	7-7-42	Designation of Assistant Administrator in Charge of Requirements and Requisitions	No. 2, 1-13-43; No. 3, Rev. 1, 4-5-43
3-Supp. N	7-15-42	Change in Field Personnel, Distribution Branch	No. 3, Rev. 1, 4-5-43

## 3 - Obsolete Director's Memoranda

May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>Superseded by</u>
3-Supp. O	7-15-42	Responsibility for Priorities	No. 2, 1-13-43; No. 3, Rev. 1, 4-5-43
3-Supp. Q	8-22-42	Designation of Representatives for the Caribbean Program	2-Supp. 13, 4-20-43
3-Supp. R	9-14-42	Designation of Chief, Marketing Reports Division	No. 3, Rev. 1, 4-5-43
3-Supp. S	9-16-42	Applications for Priorities and Certificates of Necessity	No. 2, 1-13-43; No. 3, Rev. 1 4-5-43
3-Supp. T	9-16-42	Responsibility for Container Coordination	No. 2, 1-13-43; No. 3, Rev. 1, 4-5-43
3-Supp. U	10-1-42	Personnel Assignment of the Fiscal Branch	No. 2, 1-13-42; 2-Supp. 9, 3-25-43; No. 3, Rev. 1, 4-5-43
3-Supp. V	11-17-42	Personnel Assignments	No. 3, Rev. 1, 4-5-43
3-Supp. W	12-16-42	Field Personnel Assignments	No. 3, Rev. 1, 4-5-43
3-Supp. 2	2-9-43	Personnel Assignment	No. 3, Rev. 1, 4-5-43
3-Supp. 3	2-25-43	Personnel Assignment	No. 3, Rev. 1, 4-5-43
3-Supp. 4	3-2-43	Assignment of J. B. Wyckoff to Critical Materials Committee	War Food Administrator's Memorandum No. 4, 5-10-43
3-Supp. 5	3-17-43	Designation of Mr. F. D. Cronin as Regional Administrator of the Midwest Region	No. 3, Rev. 1, 4-5-43
7	3-30-42	Coordination of Commercial Food Utilization Program	No. 7, Rev. 1, 4-12-43
7-Supp. A	5-27-42	Resignation of Porter R. Taylor, Assistant to Administrator	No. 7, Rev. 1, 4-12-43
7-Supp. B	12-29-42	Food Supply and Distribution	No. 7, Rev. 1, 4-12-43



May 21, 1943

<u>No.</u>	<u>Date.</u>	<u>Title</u>	<u>Superseded by</u>
7-Supp. B, Rev. 1	1-18-43	Food Supply and Distribution	No. 7, Rev. 1, 4-12-43
10-	4-29-42	Use of Long Distance Telephone	No. 10, Rev. 1, 1-19-43
10, Rev. 1	1-19-43	Discontinuance of Long Dis- tance Telephone Reports	Provisions have been effected.
10-Supp. A	8-17-42	Long Distance Telephone Calls in Prosecution of the War Effort	No. 10, Rev. 1, 1-19-43
13	6-3-42	Representation on the State War Boards	13, Rev. 1, 5-19-1943
13-Supp. A	7-16-42	Additional AMA Representa- tives on USDA State War Boards	13, Rev. 1, 5-19-43
13-Supp. B	11-12-42	USDA War Board Activities	13, Rev. 1, 5-19-43
14	7-6-42	Salmon Releases	Provisions have been effected
15-Supp. A	7-13-42	Policy and Procedure for Purchase Programs Other Than Section 32	2-Supp. Q, 10-29-42; 15-Supp. 5, 3-12-43
15-Supp. B	11-16-42	Policy and Procedure on Allocation of Supplies	No. 2, 1-13-43; No. 16-Supps. 6,8,9, 10
15-Supp. D	12-10-42	Procedure on the Packaging or Repackaging of Commodities Other than Under Standard Pur- chase Conditions Except for Those Commodities Purchased Under Section 32	15-Supp. D, Rev. 1, 1-14-43
16-Supp. B	9-10-42	Committees of the Combined Food Board	16-Supp. 6, 1-28-43
18	7-18-42	Grain Storage	Period of Currency has expired.
19	7-22-42	Improvement in Administration	33-Supp. 1, 4-20-43
21	7-31-42	Foreign Purchases	15-Supp. 4, 3-11-43



## 5 - Obsolete Director's Memoranda

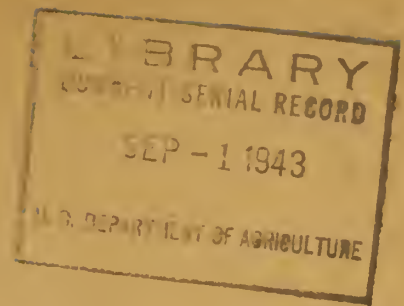
May 21, 1943

<u>No.</u>	<u>Date</u>	<u>Title</u>	<u>Superseded by</u>
22	8-4-42	Program DA Purchases and Deliveries, Program GCP Sales	2-Supp. Q, 10-29-42; Author. D.A. No. 173, 12-1-42
24	8-11-42	Overtime	24-Supp. 1, 2-9-43
27	8-20-42	Sales Policy	27-Rev. 1, 5-21-43
28	8-28-42	Coordination of Marketing Studies	No. 2, 1-13-43
30	9-10-42	Allotments for Administrative Expenses for Regionalized Activities - Fiscal Year 1943	Period of applicability expired according to terms of memoranda.
32	9-31-42	Tire Conservation	Covered by Administrative Services Division Memorandum No. 8, 11-16-42
32-Supp. A	11-4-42	Speed Limit to Conserve Tires	Covered by Administrative Services Division Memorandum No. 8, 11-16-42
33	10-28-42	Utilization of Manpower in FDA	33-Supp. 1, 4-20-43
35	12-1-42	Standardization and Inspection Policy	2-Supp. 12, Section III, 4-13-43



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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington, D. C.



June 12, 1943

To: All Personnel Maintaining Manuals of Director's  
Memoranda

From: H. I. Dunkleberger, Chief, Organization and  
Procedure Division

Subject: Index of Director's Memoranda

The attached Index of Director's Memoranda includes all currently active Administrator's Memoranda issued from March 6, 1942, to January 4, 1943, and all active Director's Memoranda issued from January 4, 1943, to June 12, 1943.

All Director's Memoranda issued in the future will carry suggested index entries in order to facilitate periodic revision of the index, as well as to enable individual holders of manuals to keep the index up-to-date.

*H. I. Dunkleberger*





WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington, D. C.

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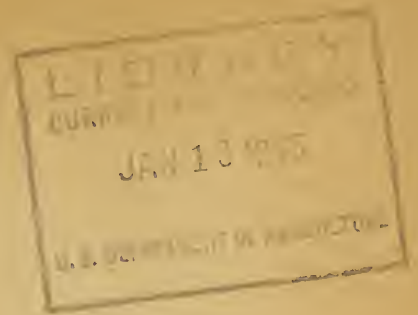
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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D.C.



October 17, 1944

To: - All Persons Maintaining Manuals of Director's  
Memoranda

From: Lee Marshall, Director

Subject: Table of Contents of Director's Memoranda

Attached is a table of contents of all active Director's  
Memoranda issued up to October 17, 1944. This supersedes the  
table of contents issued December 11, 1943.

In addition to the Director's Memoranda which have been  
declared obsolete in memoranda between December 11, 1943,  
and October 17, 1944, other Director's Memoranda have  
become obsolete. Attached is a list of these memoranda  
which should be removed from manuals.

Attachments

B--612



WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D.C.

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43, S. 1	3-20-43	Delegation of Authority to Regions to Establish Food Industry Advisory Committees
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53, S. 2	8-13-43	Appraisal of the Activities of the FDA
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64	12-1-43	Conservation of Transportation Facilities
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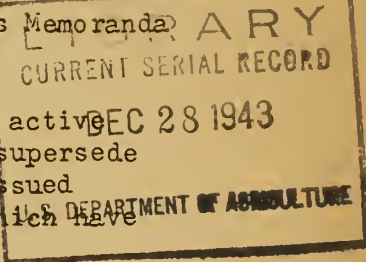


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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

December 11, 1943

To: All Personnel Maintaining Manuals of Director's Memoranda  
From: H. I. Dunkleberger, Chief, Organization and Procedure Division  
Subject: Attached Index and Table of Contents of Director's Memoranda

Attached are a revised index and a table of contents of all active Director's Memoranda issued up to December 11, 1943. They supersede the index issued June 12, 1943, and the table of contents issued May 21, 1943. There is also attached a list of memoranda which have become obsolete since May 21, 1943.



Memoranda numbers 46, 55, and 58 have become inactive and are listed as obsolete. Memorandum No. 8 and its supplements were superseded by Administrative Services Division Memorandum No. 37 with the approval of the Office of the Director. All other obsolete memoranda have been specifically superseded by other Director's Memoranda.

Active Director's Memoranda are indexed on the basis of a subject-matter classification. These major headings are as follows:

Administration, General	Order Administration
Civilian Programs	Organization
Committees	Procurement
Compliance	Requirements and Allocations
Domestic Distribution	Sales
Industry Operations	

Each active memorandum is indexed under one of the above major headings and is also indexed alphabetically by subject with a cross-reference to the heading under which it is classified. For example, a memorandum on regionalization would be indexed under "Organization", and also under "Regionalization" with a cross-reference to "Organization."

*H. I. Dunkleberger*

Attachments 3

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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

December 11, 1943

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ATTACHMENT 2

December 11, 1943

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2-Supp. 9	3-25-43	Assignment of Fiscal Responsibilities
2-Supp. 11	4-9-43	Functions of Civilian Programs Branch
2-Supp. 14	4-22-43	Assignment of Responsibility for the Icelandic Program
2-Supp. 15	4-24-43	Clarification of Authority and Responsibility for Market News Services
2-Supp. 16	4-30-43	Food Compression Program
2-Supp. 17	7-6-43	Establishment of the Price Branch
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2-Supp. 19	10-4-43	Realignment of Regional Organization
2-Supp. 20	10-9-43	Transfer of Functions to Civilian Food Requirements Branch
2-Supp. 21	10-21-43	Transfer of Food Conservation and Consumer Services Functions to Marketing Reports Division.
2-Supp. 22	11-1-43	Establishment of the Industry Operations Branch
3-Rev. 1	4-5-43	Personnel Assignments
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3-Supp. 6	4-20-43	Personnel Assignments
3-Supp. 7	4-21-43	Resignation of Arthur C. Bartlett
3-Supp. 8	4-22-43	Designation of S. R. Newell as Assistant Deputy Director
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3-Supp. 10	7-6-43	Designation of S. R. Smith as Deputy Director in Charge of Civilian Activities

<u>NO.</u>	<u>DATE</u>	<u>TITLE</u>
3-Supp. 11	7-6-43	Designation of Mr. A. C. Hoffman as Chief of the Price Branch
3-Supp. 12	7-26-43	Designation of Dan A. West to Assist Mr. Kitchen in Over-All Food Order Education Work
3-Supp. 13	8-31-43	Designation of Mr. E. A. Meyer as Chief of the Processors Branch
3-Supp. 14	9-2-43	Designation of S. R. Smith to Handle Clearances of Maximum Price Regulations
3-Supp. 15	9-17-43	Personnel Assignments
3-Supp. 16	9-23-43	Personnel Assignment
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4-Supp. B	6-5-42	1942-43 School Lunch Program
4-Supp. 1	4-8-43	Domestic Distribution Programs
8	4-9-42	Activity of AMA Representatives Outside of the United States
8-Supp. 1	7-23-43	Approval of Requests for Authorization of Foreign Travel
8-Supp. 2	8-2-43	Air Travel
15-Supp. D-Rev. 1	1-14-43	Procedure in the Packaging or Repackaging of Commodities Other than Under Standard Purchase Conditions Except for those Commodities Purchased Under Section 32
15-Supp. 9	9-8-43	Distribution of Commodities Acquired under Section 32 Purchase Programs
16-Supp. A	8-21-42	Liaison Representatives with ACAA
16-Supp. C	12-31-42	Food Advisory Committee
16-Supp. D	1-6-43	Procedure for Presentation of Material Before the Secretary's Food Advisory Committee
20	7-23-42	The School Milk Program and Assignment of Responsibilities Incident to its Operations



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27-Supp. 1	2-3-43	Inter-Program Sales and Direct Sales
28-Supp. A	12-10-42	Clearance of Questionnaires
34-Supp. B	7-1-42	Instructions Regarding the Signing of Correspondence, Memoranda or Documents
36	11-30-42	Inspection of Commodities Sold or Transferred to Other Agencies
36-Supp. 1	4-6-43	Inspection of Commodities Sold or Transferred to Other Agencies
41	1-30-43	Manpower
42	2-4-43	Order Administration Policy and Procedure
42-Supp. 1	2-4-43	Procedure for Preparation and Clearance of Food Distribution Orders
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42-Supp. 3	2-10-43	Order Appeals Procedure
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42-Supp. 5	2-22-43	Food Distribution Order Compliance-Policy and Procedure
42-Supp. 6	2-24-43	Regionalization of Administration of Food Distribution Orders Nos. 11 and 13
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46	3-2-43	Allocation of Fuel Oil to Food Plants Under Petroleum Distribution Order No. 3
55	6-11-43	Responsibility for Facility Security Program
56	6-11-43	Functions of the Food Distribution Administration with Regard to Materials and Facilities
57	6-29-43	Delegation of Authority with Respect to Slaughter Permit Program
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